

THE OFFLINE ASSESSMENT

The offline assessment feature can be used to assess students when an internet connection is not available at the time of administration.

Note: An internet connection is required for the initial setup.

This feature downloads the assessment for your class in only one language, English or Spanish. If you need to assess in both languages, you need to complete the process below in one language (downloading Assessment, assessing offline, uploading results) and then repeat in the other language.

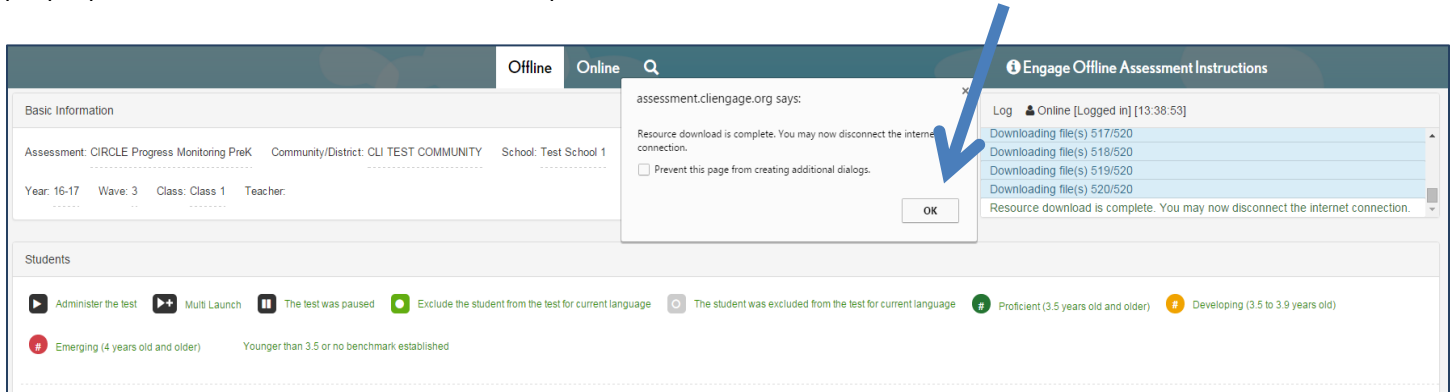
To use offline assessment:

1. Login to CLI Engage and find the appropriate class in the CIRCLE Progress Monitoring System.
2. While on the Student View page, click on the Offline Assessment button.

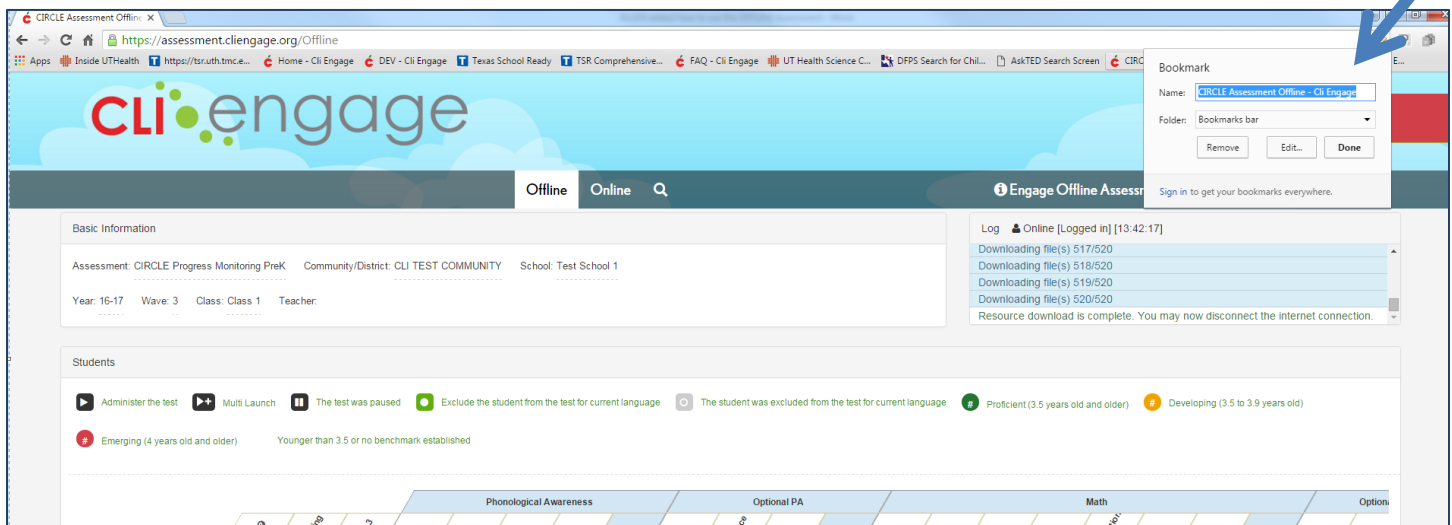
The screenshot shows the CIRCLE Progress Monitoring System interface. On the left is a sidebar with a menu containing 'Dashboard', 'Assessment', and 'Class Roster Management'. The 'Assessment' section is expanded, showing options like 'Administer the test', 'Multi Launch', 'The test was paused', 'Exclude the student from the test for current language', 'The student was excluded from the test for current language', and 'Proficient (3.5 years old and older)'. The main content area shows the 'Student View' for 'Alice's AM Class'. At the top, there are navigation links: 'CIRCLE Progress Monitoring PreK > School View > Class View > Student View'. Below this, there are filters for 'Community/District: CLI TEST COMMUNITY', 'School: Test School 1', 'Class: Alice's AM Class', and 'Teacher: April Teacher Crawford'. A blue arrow points to the 'Offline Assessment' button, which is highlighted in orange. Other buttons include '< Class View', 'Reports', 'View Groups', and 'Click to Assess in Spanish'. Below the buttons are search filters for 'First Name', 'Last Name', 'Year' (15-16), 'Wave' (1), and 'Class Name' (Alice's), with a 'Search' button. The main table displays assessment results for various skills, including 'Launch selected', 'Student Summary', 'Rapid Letter Naming', 'Rapid Vocabulary 1', 'Syllabication', 'One et-Prime', 'Alliteration', 'Rhyming I', 'Total click to collapse', 'Listening', 'Words in a Sentence', and 'Rhyming II'. The table shows scores for each skill, with a 'Maximum Score' row at the bottom. A 'No record found' message is displayed below the table.

3. Create a 6-10 character **Personal Pin** with at least one number and upper case letter and then click OK. Note: this Pin should **NOT** be your Engage login password.

The data for the Offline Assessment will automatically begin to download. Click **OK** on the popup 'Resource download is complete.'

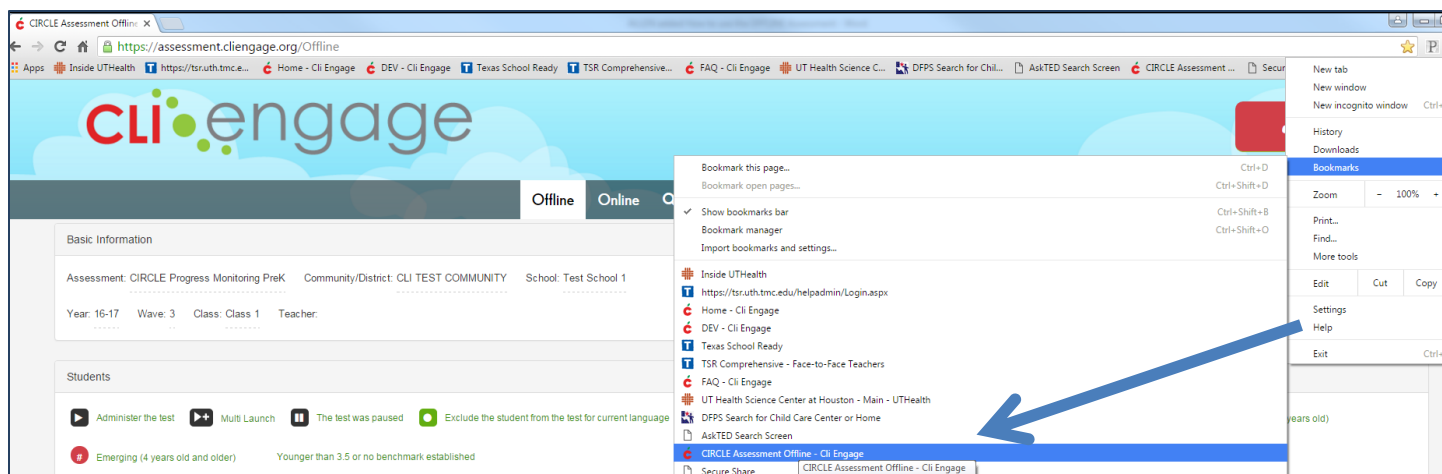


Bookmark the Offline Assessment page (<https://assessment.cliengage.org/Offline>) in your browser.



When you are ready to test Offline:

Click on the browser **Bookmark**.



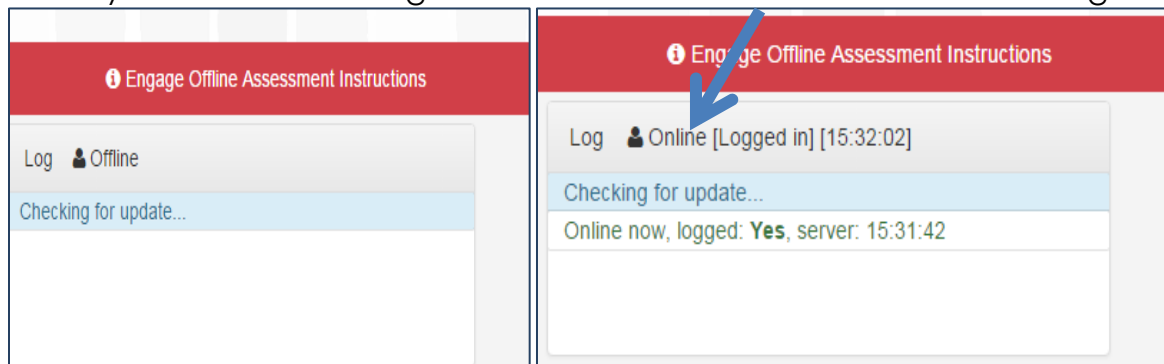
Type your personal **Pin Code** into the box and then click **Unlock**.
Assess students as needed while offline.

Input your PIN code to unlock the page

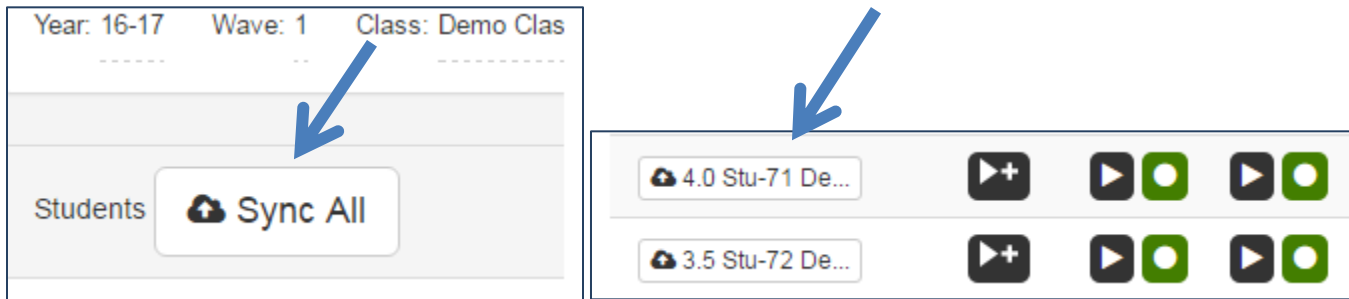
PIN Code:

Unlock

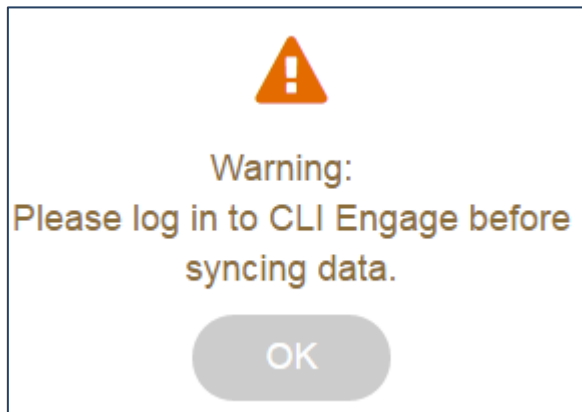
When you are done testing offline and have an internet connection again:



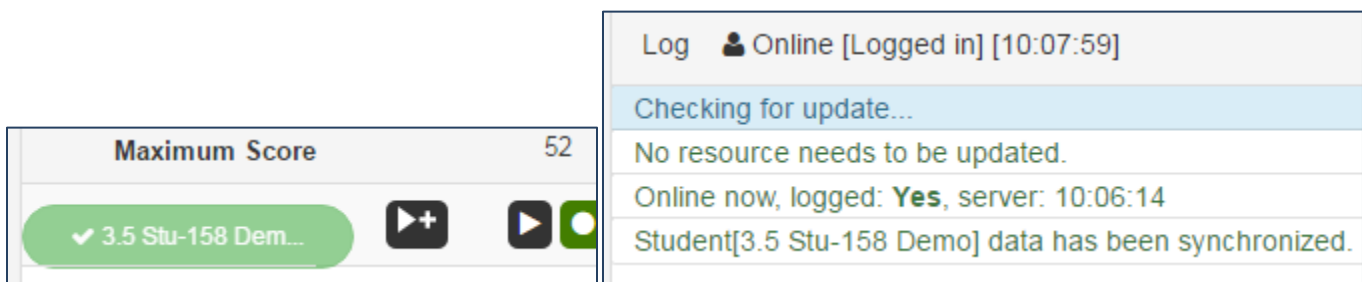
The sync buttons will become active (not greyed out). Click the button to sync offline data for all students at once or the individual sync icon next to specific students to sync one at a time.



You will be prompted to Log In again to Engage. Click **OK**.



Once you have logged in, the data will automatically sync.



Click **Online** to get back to your class Assessment page to view synced data.

The screenshot shows the CLIengage interface. At the top, there's a header with the CLIengage logo. Below it is a navigation bar with 'Offline' and 'Online' tabs. A blue arrow points to the 'Online' tab. To the right of the navigation bar is a sidebar with 'Engage Offline Assessment Instructions'. The main content area is divided into sections: 'Basic Information' (Assessment: CIRCLE Progress Monitoring PreK, Community/District: CLI TEST COMMUNITY, School: Test School 1), 'Students' (Log: Online [Logged in] [13:47:09]), and a table of assessment results for various skills like Phonological Awareness, Math, and Operations.

You can reset the PIN if needed.

The screenshot shows a section of the interface with two buttons: 'Offline Assessment' and 'Reset PIN'. Below these buttons are two dropdown menus: 'Wave: 1' and 'Class Name: Alice's', followed by a green 'Search' button. Below the search section are two sections: 'Phonological Awareness' and 'Optional PA'.